

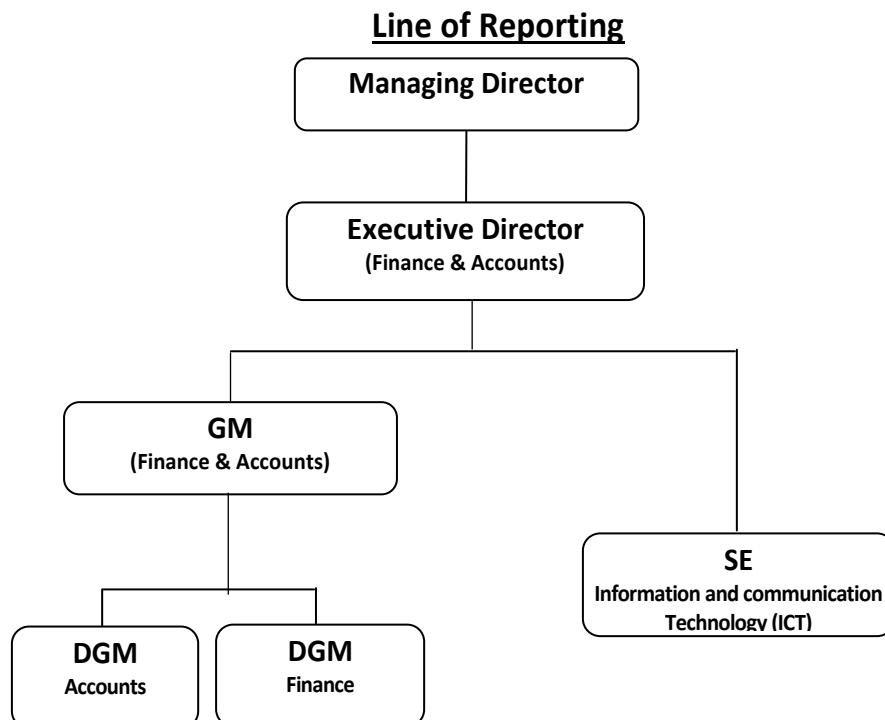
Office of the Executive Director (Finance & Accounts)

Job Description of Executive Director (Finance and Accounts)

Position Title	Executive Director (Finance & Accounts)
Reports to	Managing Director and Board of DESCO
Function	Development of business strategies and operating plans, monitoring of financial operations, availability of funds, and oversee and control activities under Finance & Accounts Directorate.
Reporting official	General Manager (Finance & Accounts) Superintending Engineer (ICT) Personal supporting officials/staff at Executive Director's office.
Location	Office of the Finance Directorate.

Job purpose:

He will be the Chief Financial Officer of the Company and will report directly to the Managing Director. He is responsible for managing the financial and accounts of business in totality and ascertaining a continuous growth with improved performance enabling the organization to increase profitability. He should interact with the Board and take directives from the Board in order to uphold the interest of the stakeholders and maintain transparency. He will be responsible for all major decisions related to Finance, Accounts and ICT matters.



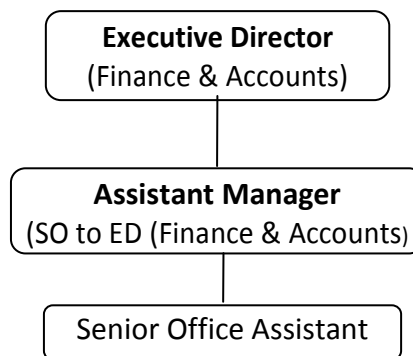
Key duties & Responsibilities:

1. Development of business strategies and operating plans that reflect the long term corporate goals and priorities established by the company.
2. Responsible for ensuring compliance of laws, rules and regulations of the govt. and the company in order to ensure good governance including development of necessary operational manuals, financial policies etc. of the organization.
3. Responsible for resource planning, financial budget preparation and budgetary control, assessing corporate Taxation, loan servicing plan and implementation, auditing of annual accounts after compilation.
4. Responsible for monitoring of all financial operations of the company and ensure timely preparation and submission of annual financial statements to the Board for consideration.
5. Responsible for proper planning and fund management for optimum use of funds and will ensure timely availability of funds.
6. Oversee and control activities under Finance and Accounts and ICT divisions.
7. Develop the ICT department so that it can provide cost effective business system and IT support services.
8. Carryout Annual Performance Appraisal of the employees under the Directorate.
9. Direct, guide and help officials under Executive Director (Finance & Accounts), in performing their responsibilities.
10. Evaluate performance targets fixed for time to time by the Board of Directors.
11. Identify and address specific issue which have financial indications for DESCO, taking remedial measures (where necessary) or recommending action to the Managing Director or the Board.
12. Place working paper in consultation with the Managing Director for items need approval of the Board.
13. Exercise financial authority as delegated by the Board in accordance with financial procedure/policy/guidelines of the Company.
14. Carryout any other duties as directed by the Board/Managing Director from time to time.

**Job Description of Assistant Manager (Staff Officer to Executive Director
(Finance and Accounts)**

Position Title	Assistant Manager (Staff Officer to Executive Director Finance & Accounts)
Reports to	Executive Director (Finance & Accounts)
Function	Provide administrative and Logistics support to Executive Director (Finance & Accounts)
Reporting official	Senior Office Assistant
Location	Office of the Executive Director (Finance & Accounts)

Line of Reporting



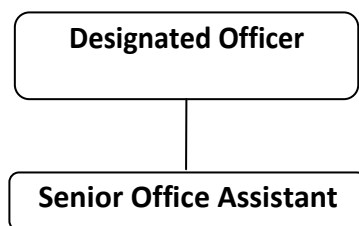
Key Duties & Responsibilities:

1. Screening telephone calls, inquiries and requests and handling them when appropriate.
2. Organizing and maintaining diaries and making appointment.
3. Dealing with correspondence and writing letters, taking dictation and minutes.
4. Organizing and attending and ensuring the Executive Director (Finance & Accounts) is well prepared for meetings.
5. Co-ordinate and schedule all travel arrangements.
6. Producing documents, briefing papers, reports and presentations.
7. Dealing with incoming email, faxes and post.
8. Manage all incoming and outgoing correspondence, i.e. sort and read, mail draft responses, maintain network data base, receive and send.
9. Maintain all personal and professional files.
10. Exercise financial authority (if any) as per approved financial procedure/policy/guidelines of the Company.
11. Carryout Annual Performance Appraisal of the employees under control.
12. Carry out any other duties as directed by the Executive Director (Finance & Accounts).

Job Description of Senior office Assistant

Position Title	Senior Office Assistant
Reports to	Designated Officer
Function	Functions directed by the designated officer/senior officials of the department.
Reporting official	Nil
Location	Office of the Executive Director (Finance & Accounts)

Line of Reporting



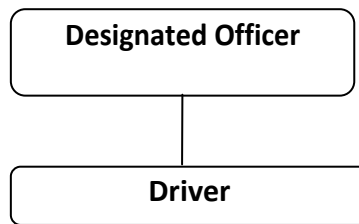
Key Duties & Responsibilities:

01. Drafting & typing day to day important official documents as per instructions by the senior official of the department.
02. Drafting & typing important correspondence letter with other organizations.
03. Maintain stock register of the department.
04. Take necessary steps for petty purchase; maintain petty cash book and arranging for reimbursement of petty cash.
05. Keep soft copies and secrecy of the confidential documents of the department.
06. Any other duties as directed by the management and other senior officials from time to time.

Job Description of Driver

Position Title	Driver
Reports to	Designated Officer
Function	Functions directed by the designated officer/senior officials / controlling officer of the respective office.
Reporting official	Nil
Location	Office of the Executive Director (Finance & Accounts)

Line of Reporting



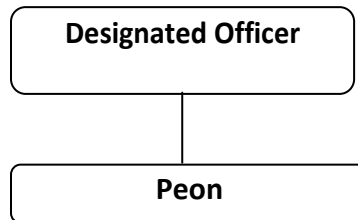
Key Duties & Responsibilities:

01. Possesses general knowledge about normal vehicle maintenance like; regular tune-ups, oil changes, fluid levels, breaks, tire treads and pressure, lights, signals and wipers etc.
02. Always keep with you updated driving license, vehicle fitness issue documents like; insurance, road permit, registration etc.
03. Wearing professional uniform (in any) and be careful about reckless/destructive/aggressive/influence by others driving specially be extra care at night.
04. Properly maintain the log book of the vehicle and be care about the fuel consumption and maintenance cost etc and keep the vehicle in designated place and clean at the end of daily duty.
05. Go out of station (On duty) with proper vehicle requisition form approved by the proper authority and in case of any problem of vehicle communicate with controlling immediately.
06. Any other duties as directed by the designated officer/ controlling officer.

Job Description of office Peon

Position Title	Peon
Reports to	Designated Officer
Function	All functions directed by the designated officer and other senior officials of the respective office.
Reporting official	Nil
Location	Office of the Executive Director (Finance & Accounts)

Line of Reporting



Key Duties & Responsibilities:

01. Open and close office regularly.
02. Attending bell of the respective officer and moving files and documents with care & keep confidentiality of the files.
03. Entertain officials and visitors like serving water, tea, beverages, lunch etc with care and take extra care at the time of meeting.
04. Keep clean and hygienic of the office equipment and furniture's.
05. Wearing professional uniform (if any) in the office time.
06. Receiving telephone calls with courtesy when senior officials is out of desk/chamber.
07. Any other duties as directed by the designated officer and other senior officials of DESCO.

Office of the General Manager (Finance & Accounts)

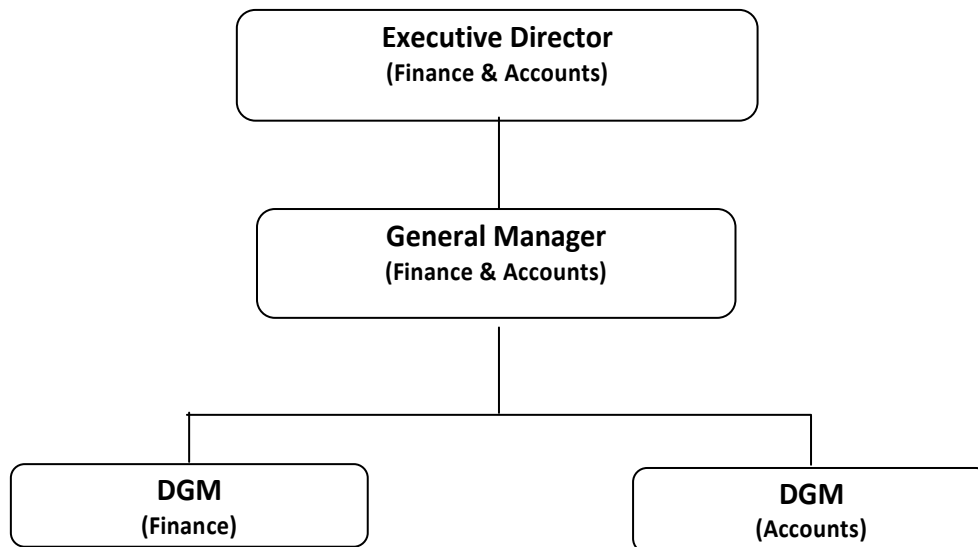
Job Description of General Manager (Finance & Accounts)

Position Title	General Manager (Finance & Accounts)
Reports to	Executive Director (Finance & Accounts)
Function	Responsible for all financial and accounts matters, formulation of financial scheme. Cash / bank/ fund affairs, management, monitoring and inspection of financial operation.
Reporting official	Deputy General Manager (Accounts) and DGM(Finance), Personal Supporting Officials/ Staff at General Manager's Office
Location	Office of the Finance Directorate.

Job purpose:

Responsible for preparation and reporting of the statutory accounts. Manage and administer Financial Accounting staff, Treasury and Fund, Stores and Inventory, and Fixed Assets. Manage entire financial activities in consultation with the Executive Director (Finance and Accounts).

Line of Reporting



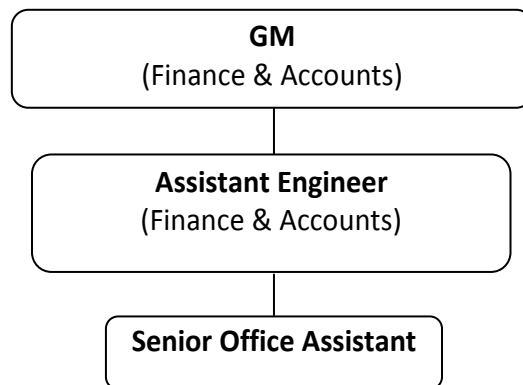
Key Duties & Responsibilities:

01. Plan, administer and control the activities of Central Accounts, Treasury and Fund, Stores, Inventory and fixed assets.
02. Responsible for ensuring compliance of laws, rules and regulations of the govt. and the company in order to ensure good governance including development of necessary operational manuals, financial policies etc. of the organization.
03. Prepare key performance indicators (KPI) relating accounts and finance.
04. Monitor budget preparation works by subordinate officers, final budget to be scrutinized.
05. Supervise, monitor, co-ordinate and control all financial and revenue activities of Sales & Distribution Divisions.
06. Review the prepared annual / supplementary budget of the Company and take necessary action for budgetary control.
07. Responsible for compilation of accounts, operating trust fund, CPF, Gratuity fund activity and schedule management of all financial matters. All fund, cash and bank accounts will be monitored.
08. Provide ad-hoc financial analysis as and when required by management identifying areas for performance improvement. Regularly monitor the performance of the income / revenue department (in circle) offices as part of the role of managing and forecasting income, expenditure and capital requirements.
09. Make liaison with all bank and other financial institution to get short term loan as well as short-term / long term investment. Arrange repayment of the loans.
10. Carryout cash management activities in consultation with Executive Director (Finance and Accounts).
11. Exercise financial authority as delegated in accordance with financial, procedures/policies/ guidelines of the Company.
12. Carry out Annual Performance Appraisal of the employees under Finance & Accounts Division.
13. Carryout any other duties as directed by the Managing Director / Executive Directors from time to time.

Job Description of Assistant Manager (office of the General Manager (Finance & Accounts))

Position Title	Assistant Manager (Finance & Accounts)
Reports to	General Manager (Finance & Accounts)
Function	Assist Chief Engineer (Finance & Accounts) for day to day work and help writing meeting minutes and prepare file for meeting.
Reporting official	Senior Office Assistant
Location	Office of the General Manager (Administration)

Line of Reporting



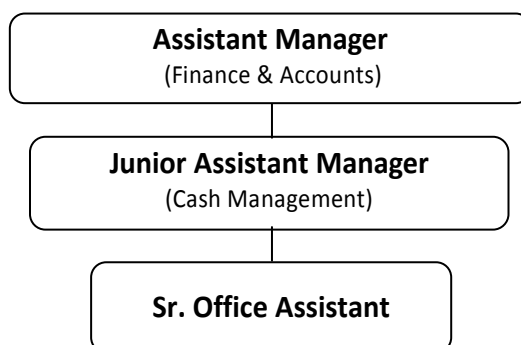
Key responsibilities and accountabilities:

01. Screening telephone calls enquires and requests and handling them when GM (Finance & Accounts) is out of chamber.
02. Assist GM (Administration)) to recommend policies, procedures, guidelines, etc. related to Finance & Accounts activities as per approved service rules and other policy guidelines.
03. Organizing and maintaining diaries and making appointment.
04. Dealing with correspondence and writing letters, taking dictation and minutes.
05. Organizing and attending and ensuring the General Manager (Finance & Accounts) are well prepared for meetings.
06. Producing documents, briefing papers, reports and presentations.
07. Dealing with incoming email, faxes and post and maintain all professional files.
08. Exercise financial authority (if any) as per approved financial procedure/policy/guidelines of the Company.
09. Carryout Annual Performance Appraisal of the employees under control.
10. Carry out any other duties as directed by the General Manager (Finance & Accounts).

Job Description of Junior Assistant Manager (Cash Management)

Position Title	Junior Assistant Manager (Cash Management)
Reports to	Assistant Manager (Finance & Accounts)
Function	Provide information regarding cash management to the AM (F&A), monitor the work of Sr. OA, Cheque and financial instruments custodian.
Reporting official	Sr. Office Assistant
Location	Office of the General Manager(Finance & Accounts)

Line of Reporting



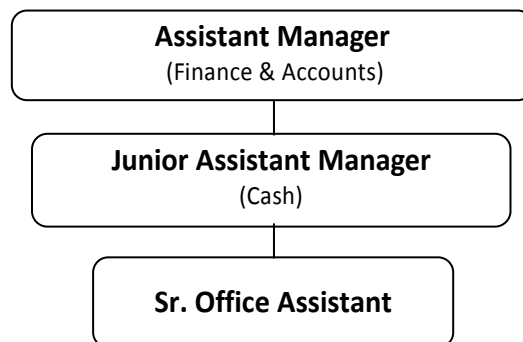
Key Duties & Responsibilities:

1. To provide information regarding cash management to the Assistant Manager (F&A).
2. To take necessary steps for safe custody of all cheque books of all bank accounts, other financial instruments and cash money at office premises.
3. To prepare check on urgent basis for proper utilization of Company Fund for FDR and other Investment.
4. To prepare cheque / Bank Advice after getting approved voucher and take necessary action for getting signature of authorize signatory for making payment and smoothly hand over to the receiver.
5. All vouchers and relevant documents must be keeping in the respective guard file for ready reference.
6. To take necessary steps for depositing of cash to the respective bank in time.
7. To take necessary steps for drawing of cash from the respective bank in time with safely.
8. To co-ordinate Internal Auditor, External Auditor and Government Auditor.
9. To carry out any other duties as directed by the Management.

Job Description of Junior Assistant Manager (Cash)

Position Title	Junior Assistant Manager (Cash)
Reports to	Assistant Manager (Finance & Accounts)
Function	Provide information regarding cash management to the AM (F&A), monitor the work of Sr. OA, Cheque and financial instruments custodian.
Reporting official	Sr. Office Assistant
Location	Office of the General Manager(Finance & Accounts)

Line of Reporting



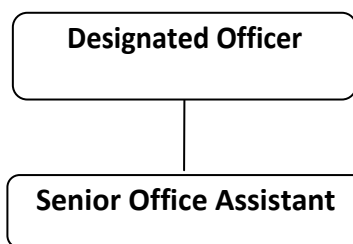
Key Duties & Responsibilities:

1. To provide information regarding cash management to the Assistant Manager (F&A).
2. To take necessary steps for safe custody of all cheque books of all bank accounts, other financial instruments and cash money at office premises.
3. To prepare check on urgent basis for proper utilization of Company Fund for FDR and other Investment.
4. To prepare cheque / Bank Advice after getting approved voucher and take necessary action for getting signature of authorize signatory for making payment and smoothly hand over to the receiver.
5. All vouchers and relevant documents must be keeping in the respective guard file for ready reference.
6. To take necessary steps for depositing of cash to the respective bank in time.
7. To take necessary steps for drawing of cash from the respective bank in time with safely and disbursement to the receiver after getting approved voucher(s).
8. To co-ordinate Internal Auditor, External Auditor and Government Auditor.
9. To carry out any other duties as directed by the Management.

Job Description of Senior office Assistant

Position Title	Senior Office Assistant
Reports to	Designated Officer
Function	Functions directed by the designated officer/senior officials of the department.
Reporting official	Nil
Location	Office of the General Manager (Finance & Accounts)

Line of Reporting



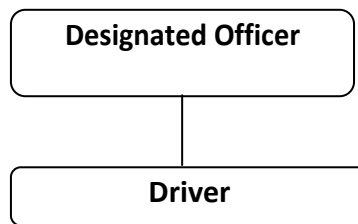
Key Duties & Responsibilities:

01. Drafting & typing day to day important official documents as per instructions by the senior official of the department.
02. Drafting & typing important correspondence letter with other organizations.
03. Maintain stock register of the department.
04. Take necessary steps for petty purchase; maintain petty cash book and arranging for reimbursement of petty cash.
05. Keep soft copies and secrecy of the confidential documents of the department.
06. Any other duties as directed by the management and other senior officials from time to time.

Job Description of Driver

Position Title	Driver
Reports to	Designated Officer
Function	Functions directed by the designated officer/senior officials / controlling officer of the respective office.
Reporting official	Nil
Location	Office of the General Manager (Finance & Accounts)

Line of Reporting



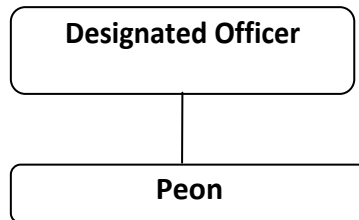
Key Duties & Responsibilities:

01. Possesses general knowledge about normal vehicle maintenance like; regular tune-ups, oil changes, fluid levels, breaks, tire treads and pressure, lights, signals and wipers etc.
02. Always keep with you updated driving license, vehicle fitness issue documents like; insurance, road permit, registration etc.
03. Wearing professional uniform (in any) and be careful about reckless/destructive/aggressive/influence by others driving specially be extra care at night.
04. Properly maintain the log book of the vehicle and be care about the fuel consumption and maintenance cost etc and keep the vehicle in designated place and clean at the end of daily duty.
05. Go out of station (On duty) with proper vehicle requisition form approved by the proper authority and in case of any problem of vehicle communicate with controlling immediately.
06. Any other duties as directed by the designated officer/ controlling officer.

Job Description of office Peon

Position Title	Peon
Reports to	Designated Officer
Function	All functions directed by the designated officer and other senior officials of the respective office.
Reporting official	Nil
Location	Office of the General Manager (Finance & Accounts)

Line of Reporting



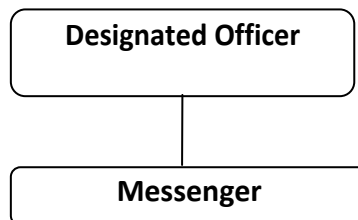
Key Duties & Responsibilities:

01. Open and close office regularly.
02. Attending bell of the respective officer and moving files and documents with care & keep confidentiality of the files.
03. Entertain officials and visitors like serving water, tea, beverages, lunch etc with care and take extra care at the time of meeting.
04. Keep clean and hygienic of the office equipment and furniture's.
05. Wearing professional uniform (if any) in the office time.
06. Receiving telephone calls with courtesy when senior officials is out of desk/chamber.
07. Any other duties as directed by the designated officer and other senior officials of DESCO.

Job Description of office Messenger

Position Title	Messenger
Reports to	Designated Officer
Function	All functions directed by the senior officials of the respective office/department.
Reporting official	Nil
Location	Office of the General Manager (Finance & Accounts)

Line of Reporting



Key Duties & Responsibilities:

01. Distribute all official documents as per instruction of the senior official and keep confidentially of the documents.
02. Post letters and correspondence by hand to hand to the outsiders.
03. Wearing professional uniform (if any) in the office time.
04. Execute instant, Quick & Emergency order of the senior officials at the office.
05. Any other duties as directed by designated officer and other senior officials of DESCO.

Office of the Deputy General Manager (Finance)

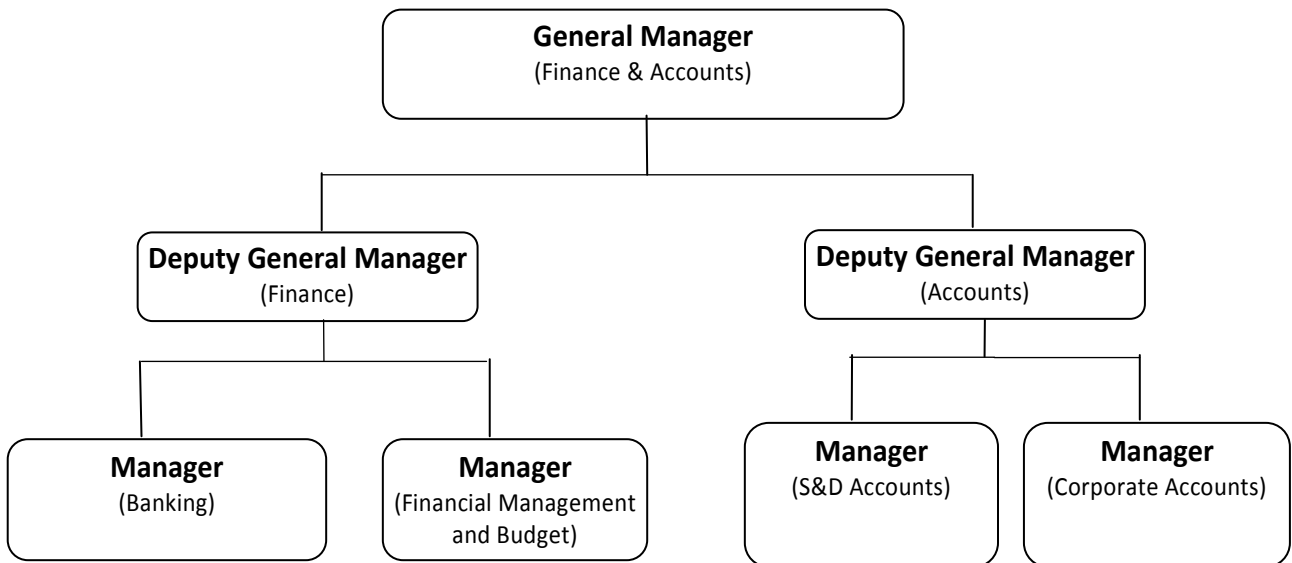
Job Description of Deputy General Manager (Finance)

Position Title	Deputy General Manager (Finance)
Reports to	General Manager (Finance & Accounts)
Function	Fund Management (company, CPF, Gratuity), Bank corresponding, Employee Benefits, Budget preparation and budgetary control.
Reporting Official	Manager (Banking) Manager (Financial Management & Budget) Personal Supporting Officials/ Staff at GM's Office
Location	Head Office of DESCO

Job purpose:

DGM (Finance), reporting to the GM (Finance & Accounts) with collective responsible for all kinds of Banking and Financial Management affairs, Employee benefits, finalization of annual budget and budgetary control.

Line of Reporting



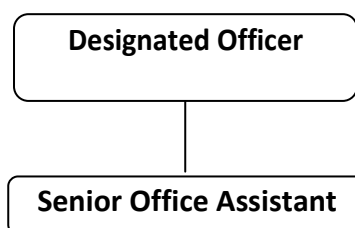
Key Duties & Responsibilities:

1. Plan, administer and control the activities of Central Accounts, Treasury and Fund Management.
2. Monitor budget preparation works by subordinate officers and final budget to be scrutinized.
3. Preparation of budget, appropriation of accounts, re-appropriations, surrender and savings.
4. Control of expenditure and ways & means position.
5. Assess the need to estimate/forecast the requirement of funds for both the short term (working capital requirements) and the long term purpose (capital investments).
6. Formulation and implementation of Dividend Policy of the company taking into consideration earnings trend, share market price trend, fund requirement for future growth, cash flow situation and others.
7. Forecasting the requirements of funds involves the use of budgetary control and long-range planning.
8. Play a very important role in carrying out negotiations with the various financial institutions, banks, public depositors and Government for raising funds on favorable terms.
9. Supervise and monitor proper utilization of Company Fund, CPF and Gratuity Fund.
10. Ensure the payment of Income Taxes which deducted from employee salary to the Government Treasury in timely manner.
11. Co-ordinate Internal Auditor, External Auditor and Government Auditor.
12. Carryout any other duty as directed by the Management of DESCO.

Job Description of Senior office Assistant

Position Title	Senior Office Assistant
Reports to	Designated Officer
Function	Functions directed by the designated officer/senior officials of the department.
Reporting official	Nil
Location	Office of the Deputy General Manager (Finance)

Line of Reporting



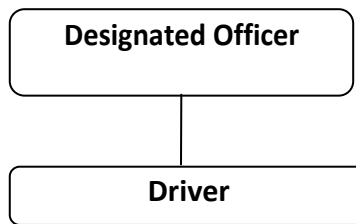
Key Duties & Responsibilities:

01. Drafting & typing day to day important official documents as per instructions by the senior official of the department.
02. Drafting & typing important correspondence letter with other organizations.
03. Maintain stock register of the department.
04. Take necessary steps for petty purchase; maintain petty cash book and arranging for reimbursement of petty cash.
05. Keep soft copies and secrecy of the confidential documents of the department.
06. Any other duties as directed by the management and other senior officials from time to time.

Job Description of Driver

Position Title	Driver
Reports to	Designated Officer
Function	Functions directed by the designated officer/senior officials / controlling officer of the respective office.
Reporting official	Nil
Location	Office of the Deputy General Manager (Finance)

Line of Reporting



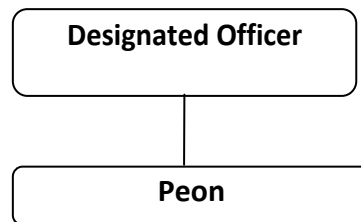
Key Duties & Responsibilities:

01. Possesses general knowledge about normal vehicle maintenance like; regular tune-ups, oil changes, fluid levels, breaks, tire treads and pressure, lights, signals and wipers etc.
02. Always keep with you updated driving license, vehicle fitness issue documents like; insurance, road permit, registration etc.
03. Wearing professional uniform (in any) and be careful about reckless/destructive/aggressive/influence by others driving specially be extra care at night.
04. Properly maintain the log book of the vehicle and be care about the fuel consumption and maintenance cost etc and keep the vehicle in designated place and clean at the end of daily duty.
05. Go out of station (On duty) with proper vehicle requisition form approved by the proper authority and in case of any problem of vehicle communicate with controlling immediately.
06. Any other duties as directed by the designated officer/ controlling officer.

Job Description of office Peon

Position Title	Peon
Reports to	Designated Officer
Function	All functions directed by the designated officer and other senior officials of the respective office.
Reporting official	Nil
Location	Office of the Deputy General Manager (Finance)

Line of Reporting



Key Duties & Responsibilities:

01. Open and close office regularly.
02. Attending bell of the respective officer and moving files and documents with care & keep confidentiality of the files.
03. Entertain officials and visitors like serving water, tea, beverages, lunch etc with care and take extra care at the time of meeting.
04. Keep clean and hygienic of the office equipment and furniture's.
05. Wearing professional uniform (if any) in the office time.
06. Receiving telephone calls with courtesy when senior officials is out of desk/chamber.
07. Any other duties as directed by the designated officer and other senior officials of DESCO.

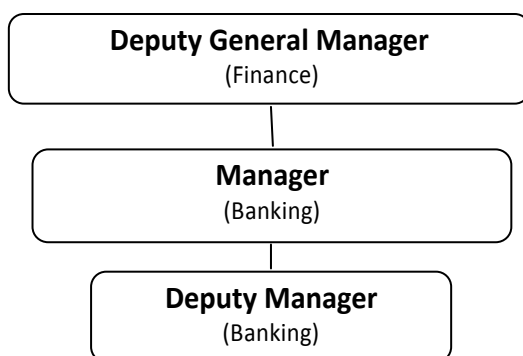
Job Description of Manager (Banking)

Position Title	Manager (Banking)
Reports to	Deputy General Manager (Finance)
Function	All functions related to Bank or Financial Institutions, Fund Management, Bank Reconciliations.
Reporting Officials	Deputy Manager (Banking)
Location	Office of the Deputy General Manager (Finance)

Job purpose:

Manager (Banking), reporting to the DGM (Finance) with collective responsible for all kinds of Bank transaction, Fund Management, Bank agreement, Bank reconciliations.

Line of Reporting



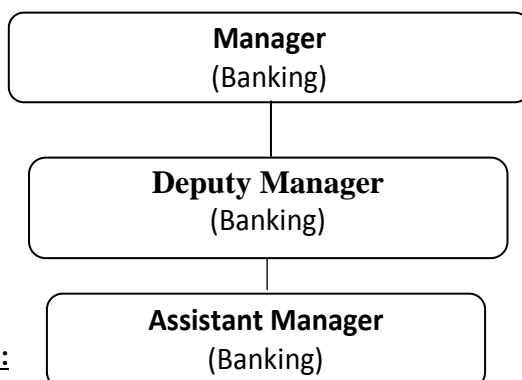
Key Duties & Responsibilities:

1. To arrange contract agreement with bank for opening bank accounts of the Company.
2. To monitor all collection statements (Revenue, VAT, Security Deposit, Miscellaneous) on monthly basis.
3. Prepare monthly Cash flow and proper Fund Management of company.
4. To check proper utilization of Company Fund for FDR Investment and monitor of Renew/encashment of FDR in time.
5. To check all types of bank (except salary, CPF and Gratuity account) correspondence of the Company.
6. Monitor of all bank transactions and fund transfer for paying regular expenditure.
7. To monitor reconciliation between all bank accounts (revenue, VAT, security deposit, miscellaneous) including central bank account and ledger records.
8. Monitor of all types of expenditures of Administration Division.
9. Manage all types of advance related issues and its adjustment of the employee of respective divisions.
10. Ensure that VAT and Tax of the contractors/suppliers are deduction at source.
11. To manage all types of advance related issues and its adjustment of the employee of respective division.
12. To co-ordinate Internal Auditor, External Auditor and Government Auditor.
13. To carry out any other duties as directed by the Management.

Job Description of Deputy Manager (Banking)

Position Title	Deputy Manager (Banking)
Reports to	Manager (Banking)
Function	All functions related to Bank or Financial Institutions, Fund Management, Preparation of Collection Statements, Bank Reconciliations, Bill processing.
Reporting official	Assistant Manager (Banking)
Location	Office of the Manager(Banking)

Line of Reporting



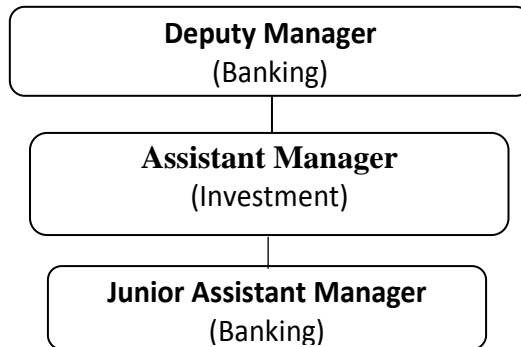
Key Duties & Responsibilities:

1. To maintain and control bank related various tasks, make recommendations for inclusion in the weekly / monthly / Annual reports and supervise / preparation of official banking transaction related documents.
2. To monitor all collection statements (Revenue, VAT, Security Deposit, Miscellaneous) on monthly basis.
3. To monitor reconciliation between all bank accounts (revenue, VAT, security deposit, miscellaneous) including central bank account and ledger records on monthly, quarterly and annual basis.
4. To confirm S&D wise collection information and reconcile S&D wise accounts receivable against energy sales.
5. To prepare all types of bank (except salary, CPF and Gratuity account) correspondence of the Company.
6. To check proper utilization of Company Fund for FDR Investment and monitor of Renew/encashment of FDR in time.
7. To check all the payment files of respective department/divisions which files process by the Assistant Manager (Banking).
8. To monitor ongoing levels of expenditure on individual programs as against budget and provide timely advice of likely over and under spends.
9. To check all types of Bank payment voucher of respective department/divisions.
10. Ensure that VAT and Tax of the contractors/suppliers are deduction at source.
11. To manage all types of advance related issues and its adjustment of the employee of respective divisions.
12. To co-ordinate Internal Auditor, External Auditor and Government Auditor.
13. To carry out any other duties as directed by the Management.

Job Description of Assistant Manager (Investment)

Position Title	Assistant Manager (Investment)
Reports to	Deputy Manager (Banking)
Function	All functions related to Bank or Financial Institutions, Fund Management, Preparation of Collection Statements, Bank Reconciliations, Bill processing.
Reporting official	Junior Assistant Manager (Banking)
Location	Office of the Manager(Banking)

Line of Reporting



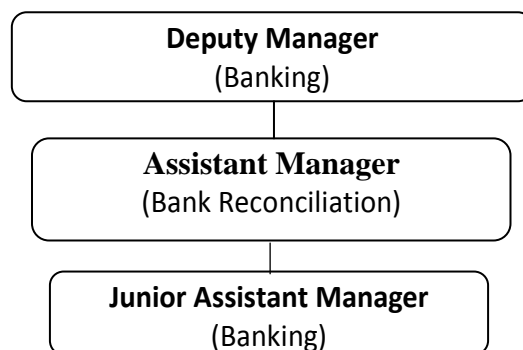
Key Duties & Responsibilities:

1. To maintain and control bank related various tasks, make recommendations for inclusion in the weekly / monthly / Annual reports and supervise / preparation of official banking transaction related documents.
2. To prepare all collection statements (Revenue, VAT, Security Deposit, Miscellaneous) on monthly basis.
3. To check proper utilization of Company Fund for FDR Investment and monitor of Renew/encashment of FDR in time.
4. To prepare all types of bank (except salary, CPF and Gratuity account) correspondence of the Company.
5. To keep all FDR and other financial instruments in safe custody at office premises.
6. To prepare FDR statements on monthly basis and submit to higher authority for fund management in time.
7. To check and process all the payment files of respective department/divisions.
8. Manage all types of advance related issues and its adjustment of the employee of respective divisions.
9. To monitor ongoing levels of expenditure on individual programs as against budget and provide timely advice of likely over and under spends.
10. To prepare all types of Bank payment voucher of respective department/divisions.
11. To co-ordinate Internal Auditor, External Auditor and Government Auditor.
12. To carry out any other duties as directed by the Management from time to time.

Job Description of Assistant Manager (Bank Reconciliation)

Position Title	Assistant Manager (Bank Reconciliation)
Reports to	Deputy Manager (Banking)
Function	All functions related to Bank or Financial Institutions, Fund Management, Preparation of Collection Statements, Bank Reconciliations, Bill processing.
Reporting official	Junior Assistant Manager (Banking)
Location	Office of the Manager(Banking)

Line of Reporting



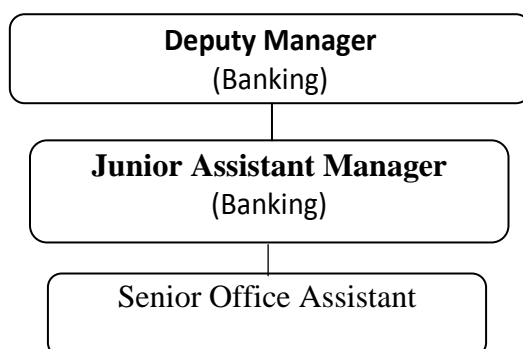
Key Duties & Responsibilities:

1. To maintain and control bank related various tasks, make recommendations for inclusion in the weekly / monthly / Annual reports and supervise / preparation of official banking transaction related documents.
2. To prepare all collection statements (Revenue, VAT, Security Deposit, Miscellaneous) on monthly basis.
3. To confirm S&D wise collection information and reconcile S&D wise accounts receivable against energy sales.
4. To prepare reconciliation statement of all bank accounts (revenue, VAT, security deposit, miscellaneous) including central bank account with ledger records on monthly, quarterly and annual basis.
5. To prepare all types of bank (except salary, CPF and Gratuity account) correspondence of the Company.
6. To check and process all the payment files of respective department/divisions.
7. Manage all types of advance related issues and its adjustment of the employee of respective divisions.
8. To monitor ongoing levels of expenditure on individual programs as against budget and provide timely advice of likely over and under spends.
9. To prepare all types of Bank payment voucher of respective department/divisions.
10. To co-ordinate Internal Auditor, External Auditor and Government Auditor.
11. To carry out any other duties as directed by the Management.

Job Description of Junior Assistant Manager (Banking)

Position Title	Junior Assistant Manager (Banking)
Reports to	Deputy Manager (Banking)
Function	Assistance to Assistant Manager, checking and processing of bills, records keeping, Data entry etc.
Reporting official	Sr. Office Assistant.
Location	Office of the Manager (Banking)

Line of Reporting



Key Duties & Responsibilities:

1. Data entry for preparing Company Budget and budget variations in time with the help of subordinate officials.
2. To assist Assistant Manager (Financial Management & Budget) to prepare of Salary, Bonus, Incentive, Encashment of Earned Leave for paying in time.
3. Recording of all employees mobile bills and prepare statement for paying the same in time on monthly basis.
4. To prepare employee wise receivable statement against mobile bill and necessary action taken to recover the said receivable.
5. To take necessary action for opening individual salary account of employee with the bank for disbursement of service benefits.
6. Documentation of monthly attendance sheet, Medical bills, shifting allowance statement and other service benefits statements.
7. Depositing of CPF loan adjustment amount of employees to the Bank.
8. To co-ordinate Internal Auditor, External Auditor and Government Auditor.
9. To carry out any other duties as directed by the Management.

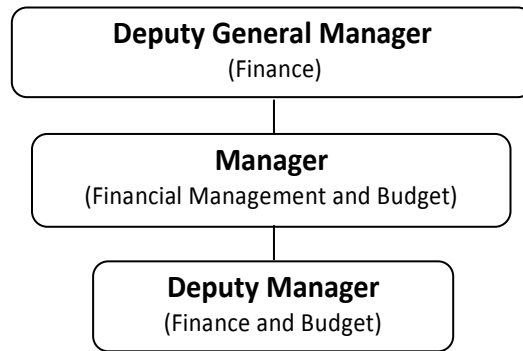
Job Description of Manager (Financial Management and Budget)

Position Title	Manager (Financial Management and Budget)
Reports to	Deputy General Manager (Finance)
Function	All functions financial Management, budget preparation and budgetary control, employee benefits, Energy purchase and sales, CPF and Gratuity Fund Management.
Reporting Officials	Deputy Manager (Finance)
Location	Office of the Deputy General Manager (Finance)

Job purpose:

Manager (Financial Management and Budget) reporting to the DGM (Finance) with collective responsible for financial Management, budget preparation and budgetary control, employee benefits, payment of energy purchase and sales recording in the books of accounts.

Line of Reporting



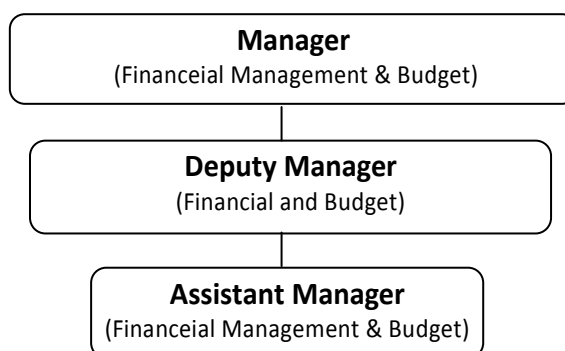
Key Duties & Responsibilities:

1. Prepare of company annual budget and budget variation for budgetary control in time with the help of subordinate officials.
2. Supervise ongoing levels of expenditure on individual programs as against budget and provide timely advice of likely over and under spends.
3. Monitor budgets, amendments and forecasts working with the Dy. General Manager (Finance).
4. Manage all types of advance related issues and its adjustment of the employee of respective divisions.
5. Ensure that VAT and Tax of the contractors/suppliers are deduction at source.
6. Ensure that Retention Money of contractors properly and timely refunded.
7. Monitor reconciliation of CPF, Gratuity and Salary account and ledger records.
8. Recording of energy sales and payment energy Purchase from BPDB and wheeling charge of PGCB.
9. Monitor of Salary, Bonus, Incentive, encashment of earned leave payment to the employee.
10. Contributory Provident Fund Management
11. Gratuity Fund Management.
12. Settlement of Final Payment of the employee.
13. To ensure monthly advance Income tax deduction from individual Salary and deposited to Govt. Exchequer through treasury challan in timely manner.
14. Co-ordinate Internal Auditor, External Auditor and Government Auditor.
15. Carry out any other duties as directed by the Management.

Job Description of Deputy Manager (Finance & Budget)

Position Title	Deputy Manager (Finance & Budget)
Reports to	Manager (Financial Management & Budget)
Function	Budget preparation works with the help of subordinate officials. Employee benefits like salary, bonus, incentive, encashment of earned leave. Final settlement of the employee. Bill process of respective divisions, CPF and Gratuity Fund Management.
Reporting official	Assistant Manager (Financial Management & Budget)
Location	Office of the Manager (Financial Management & Budget)

Line of Reporting



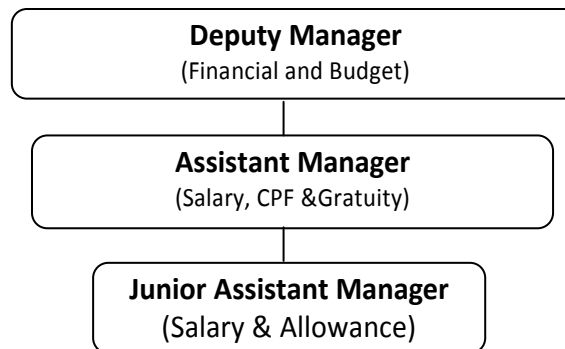
Key Duties & Responsibilities:

1. To prepare Company Budget and budget variations in time with the help of subordinate officials.
2. To maintain and control budget, make recommendations for inclusion in the Annual Budget and supervise preparation of official budget documents.
3. To check all the payment files of respective department/divisions which files process by the Assistant Manager (FM&B).
4. To monitor ongoing levels of expenditure on individual programs as against budget and provide timely advice of likely over and under spends.
5. To check all types of Bank payment voucher of respective department/divisions.
6. Prepare salary, Bonus, Incentive, encashment of Earned leave statements in time.
7. Assessment of employee income tax and ensure monthly advance Income tax deduction from individual Salary and deposited to Govt. Exchequer through treasury challan in timely manner and monitor the collection of Treasury Challan from the Tax office.
8. To monitor monthly bank reconciliation of CPF, Gratuity and Salary accounts and ledger records.
9. To check final payment statement of employee and process for making payment in time.
10. Ensure that VAT and Tax of the contractors/suppliers are deduction at source.
11. To manage all types of advance related issues and its adjustment of the employee of respective divisions.
12. To check proper utilization of CPF, Gratuity Fund.
13. To monitor of disbursement of CPF Loan and recovery.
14. To co-ordinate Internal Auditor, External Auditor and Government Auditor.
15. To carry out any other duties as directed by the Management.

Job Description of Assistant Manager (Salary, CPF & Gratuity)

Position Title	Assistant Manager (Salary, CPF & Gratuity)
Reports to	Deputy Manager (Finance & Budget)
Function	Budget preparation works with the help of subordinate officials. Employee benefits like salary, bonus, incentive, encashment of earned leave. Final settlement of the employee. Bill process of respective divisions, CPF and Gratuity Fund Management.
Reporting officials	Junior Assistant Manager (Salary & Allowance)
Location	Office of the Manager (Financial Management & Budget)

Line of Reporting



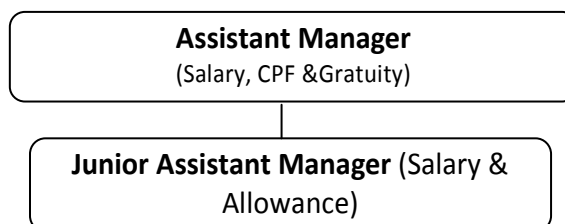
Key Duties & Responsibilities:

1. To prepare Company Budget and budget variations in time with the help of subordinate officials.
2. To maintain and control budget, make recommendations for inclusion in the Annual Budget and supervise preparation of official budget documents.
3. To check and process all the payment files and prepare payment voucher of respective department/divisions.
4. To prepare salary, Bonus, Incentive, encashment of Earned leave statements in time.
5. To prepare final payment statement of employee and process for making payment in time.
6. To prepare monthly bank reconciliation statement of CPF, Gratuity and Salary accounts and reconcile with ledger records.
7. To prepare computation of Income Tax assessment of employee and ensure monthly advance Income tax deduction from individual Salary and deposited to Govt. Exchequer through treasury challan in timely manner and monitor the collection of Treasury Challan from the Tax office.
8. To prepare yearly salary certificate with the help of Junior Assistant Manager and issuance of same to the employee.
9. Contributory Provident Fund Management related works.
10. Gratuity Fund Management related works.
11. To keep all FDR and other financial instruments in safe custody at office premises.
12. Loan disbursement from CPF to the employee and necessary action taken for adjustment in time.
13. To prepare yearly balance certificate of Employee's CPF and disburse to the respective employee.
14. To co-ordinate Internal Auditor, External Auditor and Government Auditor.
15. To carry out any other duties as directed by the Management.

Job Description of Junior Assistant Manager (Salary & Allowance)

Position Title	Junior Assistant Manager (Salary & Allowance)
Reports to	Assistant Manager (Salary , CPF & Gratuity)
Function	Assistance to Assistant Manager, checking and processing of bills, records keeping, Data entry etc.
Reporting official	Sr. Office Assistant.
Location	Office of the Manager (Financial Management & Budget)

Line of Reporting



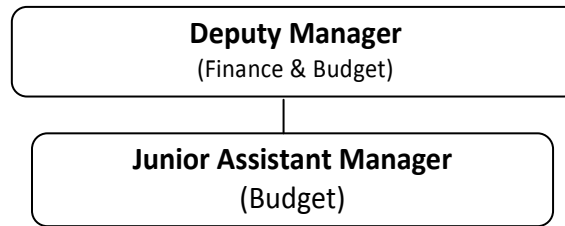
Key Duties & Responsibilities:

1. Data entry for preparing Company Budget and budget variations in time with the help of subordinate officials.
2. To assist Assistant Manager (Financial Management & Budget) to prepare of Salary, Bonus, Incentive, Encashment of Earned Leave for paying in time.
3. Recording of all employees mobile bills and prepare statement for paying the same in time on monthly basis.
4. To prepare employee wise receivable statement against mobile bill and necessary action taken to recover the said receivable.
5. To take necessary action for opening individual salary account of employee with the bank for disbursement of service benefits.
6. Documentation of monthly attendance sheet, Medical bills, shifting allowance statement and other service benefits statements.
7. Depositing of CPF loan adjustment amount of employees to the Bank.
8. To co-ordinate Internal Auditor, External Auditor and Government Auditor.
9. To carry out any other duties as directed by the Management.

Job Description of Junior Assistant Manager (Budget)

Position Title	Junior Assistant Manager (Budget)
Reports to	Deputy Manager (Finance & Budget)
Function	Assistance to Assistant Manager, checking and processing of bills, records keeping, Data entry etc.
Reporting official	Sr. Office Assistant.
Location	Office of the Manager (Financial Management & Budget)

Line of Reporting



Key Duties & Responsibilities:

1. Data entry for preparing Company Budget and budget variations in time with the help of subordinate officials.
2. To assist Assistant Manager (Financial Management & Budget) to prepare of Salary, Bonus, Incentive, Encashment of Earned Leave for paying in time.
3. Recording of all employees mobile bills and prepare statement for paying the same in time on monthly basis.
4. To prepare employee wise receivable statement against mobile bill and necessary action taken to recover the said receivable.
5. To take necessary action for opening individual salary account of employee with the bank for disbursement of service benefits.
6. Documentation of monthly attendance sheet, Medical bills, shifting allowance statement and other service benefits statements.
7. Depositing of CPF loan adjustment amount of employees to the Bank.
8. To co-ordinate Internal Auditor, External Auditor and Government Auditor.
9. To carry out any other duties as directed by the Management.

Office of the Deputy General Manager (Accounts)

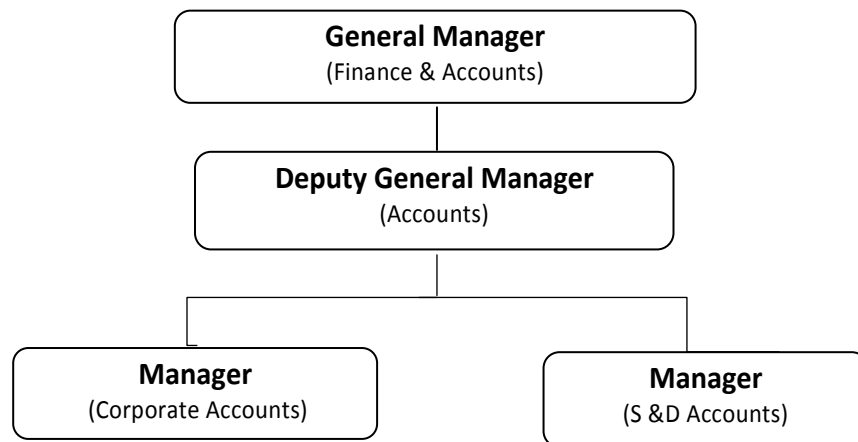
Job Description of Deputy General Manager (Accounts)

Position Title	Deputy general Manager (Accounts)
Reports to	General Manager (Finance & Accounts)
Function	Accounts and Compliance
Reporting official	Manager (Corporate Accounts) Manager (S & D Accounts) Personal Supporting Officials/ Staff at GM's Office
Location	Head Office of DESCO

Job purpose:

DGM (Accounts), reporting to the GM (Finance & Accounts) with collective responsible for all kinds of Company accounts, S&D related payment management , Vat & Tax related Compliance, resource management and finalization of annual accounts.

Line of Reporting



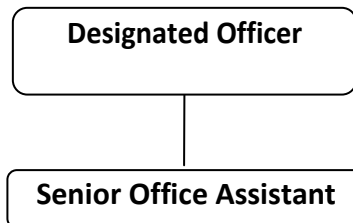
Key Duties & Responsibilities:

1. To ensure 1st quarter, half yearly, 3rd quarter and yearly accounts as per compliance of BSEC ,DSE & CSE and supervise vat & tax related issues.
2. To Plan, administer and control the activities of Stores and Inventory, and Fixed Assets for providing support services to other departments.
3. Ensure VAT & Tax has been deducted from the bills and arrange timely deposit to Govt. Exchequer.
4. To assist GM in preparing key performance indicators (KPI) relating accounts and financial manag^{mt} .
5. Supervise, monitor and control the Project Accounts of the Company.
6. Oversee payment of Rents, Holding & other Taxes, for office establishments and all other yearly fees.
7. Ensure that proper financial procedures and systems are operated and maintained.
8. Manage issues relating clearance of imported goods from the port.
9. Manage all types of Contractor's Bills, and other Bills. Supervise, monitor and control COSS,MSS & LEM contractor's performance
10. Supervise and monitor of Dividend payment to shareholder.
11. Proper utilization of Depreciation Fund.
12. Exercise financial authority as per approved financial procedure/policy/guidelines of the Company.
13. Carryout Annual Performance Appraisal of the employees under control.
14. Assist GM (Finance & Accounts) in discharging his/her duties.
15. Carryout any other duty as directed by the Executive Directors / GM (Finance & Accounts).

Job Description of Senior office Assistant

Position Title	Senior Office Assistant
Reports to	Designated Officer
Function	Functions directed by the designated officer/senior officials of the department.
Reporting official	Nil
Location	Office of the Executive Director (Admin. & HR)

Line of Reporting



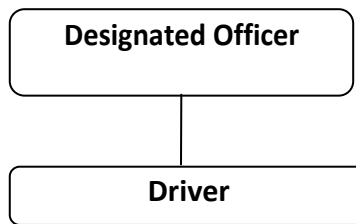
Key Duties & Responsibilities:

01. Drafting & typing day to day important official documents as per instructions by the senior official of the department.
02. Drafting & typing important correspondence letter with other organizations.
03. Maintain stock register of the department.
04. Take necessary steps for petty purchase; maintain petty cash book and arranging for reimbursement of petty cash.
05. Keep soft copies and secrecy of the confidential documents of the department.
06. Any other duties as directed by the management and other senior officials from time to time.

Job Description of Driver

Position Title	Driver
Reports to	Designated Officer
Function	Functions directed by the designated officer/senior officials / controlling officer of the respective office.
Reporting official	Nil
Location	Office of the Deputy General Manager (Accounts)

Line of Reporting



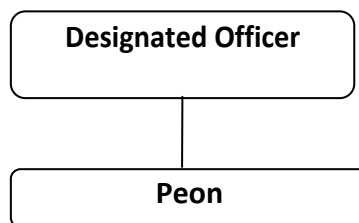
Key Duties & Responsibilities:

01. Possesses general knowledge about normal vehicle maintenance like; regular tune-ups, oil changes, fluid levels, breaks, tire treads and pressure, lights, signals and wipers etc.
02. Always keep with you updated driving license, vehicle fitness issue documents like; insurance, road permit, registration etc.
03. Wearing professional uniform (in any) and be careful about reckless/destructive/aggressive/influence by others driving specially be extra care at night.
04. Properly maintain the log book of the vehicle and be care about the fuel consumption and maintenance cost etc and keep the vehicle in designated place and clean at the end of daily duty.
05. Go out of station (On duty) with proper vehicle requisition form approved by the proper authority and in case of any problem of vehicle communicate with controlling immediately.
06. Any other duties as directed by the designated officer/ controlling officer.

Job Description of office Peon

Position Title	Peon
Reports to	Designated Officer
Function	All functions directed by the designated officer and other senior officials of the respective office.
Reporting official	Nil
Location	Office of the Deputy General Manager (Accounts)

Line of Reporting



Key Duties & Responsibilities:

01. Open and close office regularly.
02. Attending bell of the respective officer and moving files and documents with care & keep confidentiality of the files.
03. Entertain officials and visitors like serving water, tea, beverages, lunch etc with care and take extra care at the time of meeting.
04. Keep clean and hygienic of the office equipment and furniture's.
05. Wearing professional uniform (if any) in the office time.
06. Receiving telephone calls with courtesy when senior officials is out of desk/chamber.
07. Any other duties as directed by the designated officer and other senior officials of DESCO.

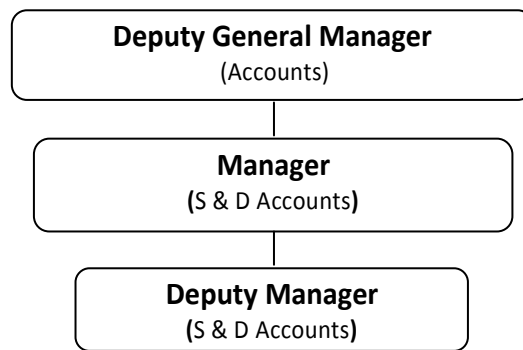
Job Description of Manager (Sales & Distribution Accounts)

Position Title	Manager (Sales & Distribution Accounts)
Reports to	Deputy General Manager (Accounts)
Function	Accounts and compliance
Reporting official	Deputy Manager (S & D Accounts) ¹
Location	Office of the Deputy General Manager (Accounts)

Job purpose:

Manager (S & D Accounts)), reporting to the DGM (Accounts) with collective responsible for all kinds of recording and accounts preparation related to S & D Accounts. Manger is to monitor all works by subordinate officers and control payment to be scrutinized by him.

Line of Reporting



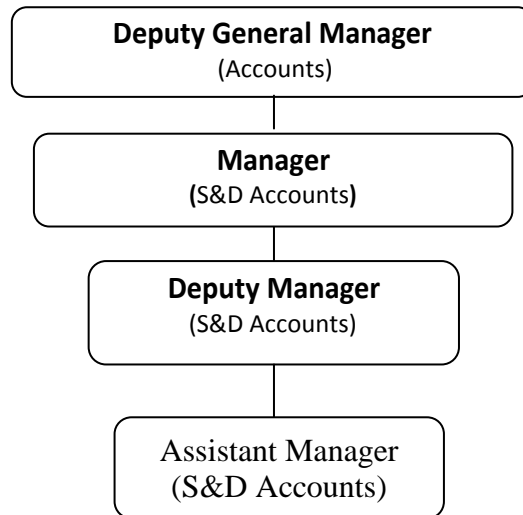
Key Duties & Responsibilities:

1. Supervise S & D Accounts.
2. Ensure proper recording is maintained all contractor bill (COSS,LEM and MSS) of S&D division.
3. Ensure VAT & Tax has been deducted from the contractor bills in respect of S&D division.
4. Supervise ongoing levels of expenditure on individual programs as against budget and provide timely advice of likely over and under spends.
5. To ensure that Security Deposit of consumers properly and timely refunded.
6. Control all types of petty cash expenditures of Sales & Distribution Division.
7. Co-ordinate Internal Auditor, External Auditor and Government Auditor.
8. Manage all types of advance related issues and its adjustment of the employee.
9. Mange all types of Utility bills of S&D Divisions and Head Office.
10. Control all types of finance related issues of Prepaid Meter Production Unit and Central Workshop.
11. Ensure costing of all store items to respective S&D Division.
12. Ensure that depreciation of all assets are properly accounted for and maintained.
13. Ensure proper recording of store items of the respective S&D Division..
14. Monitor all contractors' Bills of S&D Divisions.
15. Monitor accounts of respective Sales & Distribution Divisions.
16. Carryout any other works as instructed by the Management.

Job Description of Deputy Manager (Sales & Distribution Accounts)

Position Title	Deputy Manager (Sales & Distribution Accounts)
Reports to	Manager (S&D Accounts)
Function	Supervise S&D Accounts of the Company.
Reporting official	Assistant Manager (S&D Accounts)
Location	Office of the Deputy General Manager (Accounts)

Line of Reporting



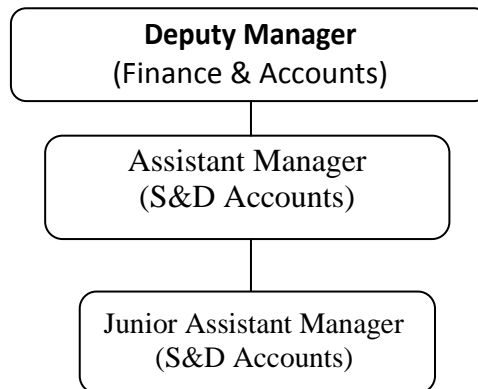
Key Duties & Responsibilities:

1. To prepare Monthly S&D Accounts and project account of the Company in time.
2. Ensure proper recording is maintained all contractor bill (COSS,LEM and MSS) of S&D division
3. Ensure VAT & Tax has been deducted from the contractor bills in respect of S&D division
4. Ensure proper recording is maintained all contractor bill (COSS,LEM and MSS) of S&D division
5. Process for payment of ADB loan project.
6. Open all L/C against imported material.
7. Ensure costing of all store items to respective S&D Division
8. To ensure that Security Deposit of consumers properly and timely refunded.
9. Control all types of petty cash expenditures of Sales & Distribution Division.
10. Co-ordinate Internal Auditor, External Auditor and Government Auditor.
11. Manage all types of advance related issues and its adjustment of the employee.
12. Mangle all types of Utility bills of S&D Divisions and Head Office.
13. Control all types of finance related issues of Prepaid Meter Production Unit .
14. Ensure proper recording of store items of the respective S&D Division.
15. To check reconciliation between management information and ledger records of respective S&D Divisions.
16. To carry out any other duties as directed by the management.

Job Description of Assistant Manager (Sales & Distribution Accounts)

Position Title	Assistant Manager (Sales & Distribution Accounts)
Reports to	Deputy Manager (Finance & Accounts)
Function	Supervise Company Accounts and Project Accounts of the Company.
Reporting official	Junior Assistant Manager (S&D Accounts)
Location	Office of the Deputy General Manager (Accounts)

Line of Reporting



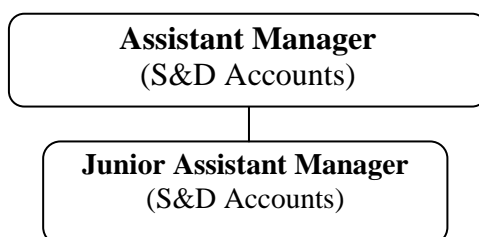
Key Duties & Responsibilities:

1. To supervise Company Accounts of the Company.
2. To assist Deputy Manager to prepare 1st Quarter , half yearly, 3rd quarter and yearly accounts
3. To supervise ongoing levels of expenditure on individual programs as against budget and provide timely advice of likely over and under spends.
4. To control all types of expenditures of Sales & Distribution Division.
5. To co-ordinate Internal Auditor, External Auditor and Government Auditor.
6. To manage all types of advance related issues and its adjustment of the employee.
7. To manage all types of Utility bills of S&D Divisions and Head Office.
8. To control all types of finance related issues of Prepaid Meter Production Unit.
9. To monitor all contractor's Bills of S&D Divisions.
10. To monitor accounts of all Sales & Distribution Divisions.
11. To ensure that VAT and Tax of the contractors/suppliers are deducted as per rules.
12. To ensure that Security Deposit of consumers and contractors properly and timely refunded.
13. To monitor reconciliation between management information and ledger records.
14. To carry out any other duties as directed by the management.

Job Description of Junior Assistant Manager (Sales & Distribution Accounts)

Position Title	Junior Assistant Manager (Sales & Distribution Accounts)
Reports to	Assistant Manager (Finance & Accounts)
Function	Supervise Company Accounts and Project Accounts of the Company.
Reporting official	Nil
Location	Office of the Deputy General Manager (Accounts)

Line of Reporting



Key Duties & Responsibilities:

1. Assist Assistant Manager (S & D accounts) to supervise Company Accounts of the Company.
2. To assist assistant Manager to prepare 1st Quarter , half yearly, 3rd quarter and yearly accounts
3. Assist Assistant Manager (S & D accounts) to supervise ongoing levels of expenditure on individual programs as against budget and provide timely advice of likely over and under spends.
4. To manage all types of Utility bills of S&D Divisions and Head Office.
5. To control all types of finance related issues of Prepaid Meter Production Unit.
6. Assist Assistant Manager (S & D accounts) monitor all contractor's Bills of S&D Divisions.
7. Assist Assistant Manager (S & D accounts) to monitor accounts of all Sales & Distribution Divisions.
8. Assist Assistant Manager (S & D accounts) to ensure that VAT and Tax of the contractors/suppliers are deducted as per rules.
9. To ensure that Security Deposit of consumers and contractors properly and timely refunded.
10. Assist Assistant Manager (S & D accounts) monitor reconciliation between management information and ledger records.
11. To carry out any other duties as directed by the management from time to time.

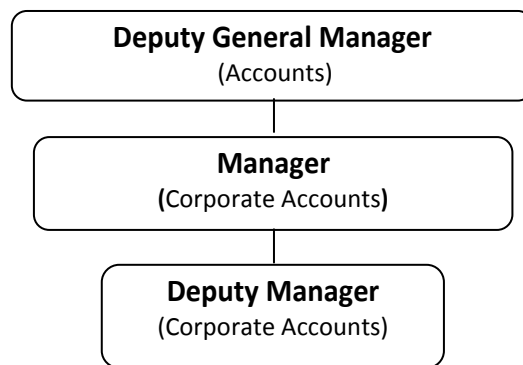
Job Description of Manager (Corporate Accounts)

Position Title	Manager (Corporate Accounts)
Reports to	Deputy General Manager (Accounts)
Function	Accounts and Compliance
Reporting official	Deputy Manager (Corporate Accounts)
Location	Office of the Deputy General Manager (Accounts)

Job purpose:

Manager (Corporate Accounts), reporting to the DGM (Accounts) with collective responsible for all kinds of Corporate accounting and Accounts preparation. Manager is to monitor Accounts preparation, Vat & tax related works by subordinate officers and financial statements to be scrutinized by him.

Line of Reporting



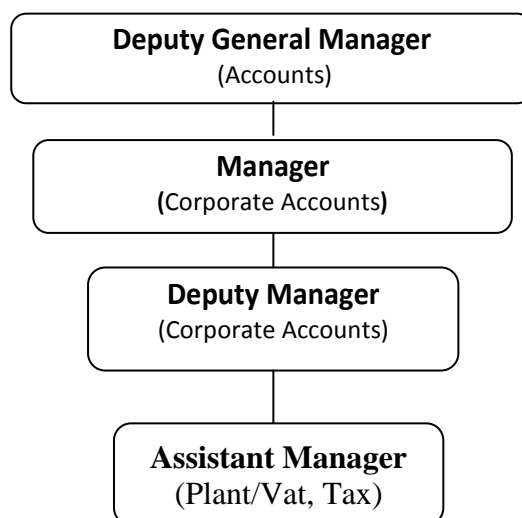
Key Duties & Responsibilities:

1. Monitoring store accounting and ensure proper recording is maintained.
2. Monitor Project accounting and ensure proper recording is maintained and tracking (adjustment) of foreign exchange fluctuation.
4. Ensure VAT & Tax has been deducted from the bills and arrange timely deposit to Govt. Exchequer.
5. Monitor Fixed Assets schedule & checking proper calculation of depreciation & recording in the books of Accounts.
6. Ensure costing of all store items to respective of imported material.
7. Ensure maintaining of Fixed Assets register take necessary steps to provide examination by the different audit purpose .
8. Checking all Contractor and supplier bills and arrange payment.
9. Checking and ensure proper recording is maintained all bill of under H.O (HRM, Procurement, Store, Sub-store) and necessary adjustment.
10. Liaisons with Tax adviser also tax circle for company tax purpose and yearly tax return.
11. To take proper steps for settlement of income tax case in the different department like appellate purpose.
12. Co-ordinate Internal Auditor, statutory Auditor and Government Auditor.
- 13 Monitor and supervise payment of CPF loan as a trusty member.
14. All responses(if any) against clarification of DSE CSE and SEC
15. Supervise and monitor of dividend payment of shareholder.
16. Carryout any other works as instructed by the Management.

Job Description of Deputy Manager (Corporate Accounts)

Position Title	Deputy Manager (Corporate Accounts)
Reports to	Manager (Corporate Accounts)
Function	Supervise Company Accounts and Compliance of the Company.
Reporting official	Assistant Manager (Accounts) Assistant Manager (Plant Accounts)
Location	Office of the Deputy General Manager (Accounts)

Line of Reporting



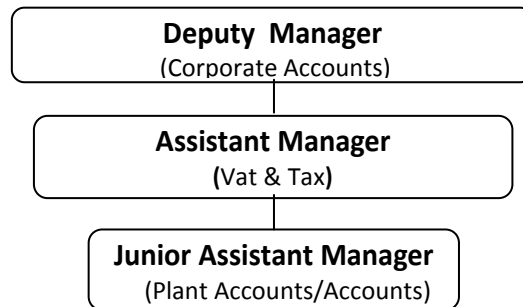
Key Duties & Responsibilities:

1. To prepare of Company Accounts (1st quarter, half yearly , 3rd quarter & Yearly) of the Company.
2. To ensure that Company Vat return & Income Tax return is properly and timely submitted and conform to principles and guidelines
3. To ensure VAT & Tax has been deducted from the bills and arrange timely deposit to Govt. exchequer.
4. To ensure that depreciation of all assets are properly accounted for and maintained.
5. To ensure proper recording of store items of the Company.
6. To ensure costing of all store items for imported materials.
7. To supervise ongoing levels of expenditure on individual programs as against budget and provide timely advice of likely over and under spends.
8. To control all types of expenditures of Head office (PIT, HRM, MPS, Central & Sub- store and ICT) .
9. To co-ordinate Internal Auditor, External Auditor and Government Auditor.
10. To manage all types of advance related issues and its adjustment of the Procurement department.
11. To manage all types of Utility bills of Head Office (PIT, HRM, MPS, Central & Sub- store and ICT) .
12. To control all types of finance related issues of Central Workshop.
13. To ensure that Security Deposit of contractors properly and timely refunded.
14. To monitor reconciliation between management information and ledger records.
15. To carry out any other duties as directed by the management.

Job Description of Assistant Manager (Corporate Accounts- VAT & TAX)

Position Title	Assistant Manager (Vat & Tax)
Reports to	Deputy Manager (Corporate Accounts)
Function	Supervise Company Accounts and Project Accounts of the Company.
Reporting official	Junior Assistant Manager (Plant & Accounts) Junior Assistant Manager (Accounts)
Location	Office of the Deputy General Manager (Accounts)

Line of Reporting



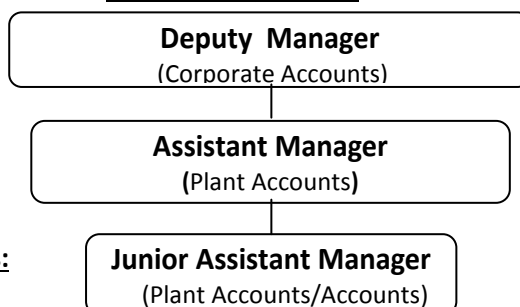
Key Duties & Responsibilities:

1. To prepare Company Accounts and Project Accounts of the Company.
2. To assist Deputy Manager to prepare 1st Quarter , half yearly, 3rd quarter and yearly accounts.
3. To check & process all the payment files and prepare payment voucher of respective department / division.
4. To prepare and calculate the statement of Depreciation.
5. To prepare monthly dividend unpaid statement and reconciliation Bank statement.
6. To supervise ongoing levels of expenditure on individual programs as against budget and provide timely advice of likely over and under spends.
7. To control all types of petty cash expenditures & Utility bills of Head office (HRM, and ICT) .
8. To co-ordinate Internal Auditor, External Auditor and Government Auditor.
9. To manage all types of advance related issues and its adjustment of the employee.
10. To control all types of finance related issues of Central Workshop.
11. To ensure costing of all store items to respective Department/Division.
12. To ensure that depreciation of all assets & store items are properly accounted for and maintained.
13. To monitor all contractor's Bills of Procurement department.
14. To ensure that Security Deposit of consumers and contractors properly and timely refunded.
15. To monitor reconciliation between management information and ledger records.
16. To carry out any other duties as directed by the management.

Job Description of Assistant Manager (Plant Accounts)

Position Title	Assistant Manager (Plant Accounts)
Reports to	Deputy Manager (Accounts)
Function	Supervise Company Accounts and Project Accounts of the Company.
Reporting official	Junior Assistant Manager (Plant & Accounts) Junior Assistant Manager (Accounts)
Location	Office of the Deputy General Manager (Accounts)

Line of Reporting



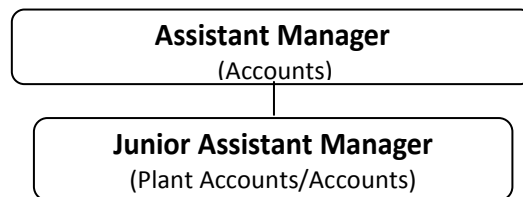
Key Duties & Responsibilities:

1. To assist Deputy Manager to prepare 1st Quarter , half yearly, 3rd quarter and yearly accounts.
2. To check & process all the payment files and prepare payment voucher of respective department / division.
3. To prepare monthly dividend unpaid statement and reconciliation Bank statement.
4. To supervise ongoing levels of expenditure on individual programs as against budget and provide timely advice of likely over and under spends.
5. To control all types of petty cash expenditures of Head office (PIT, HRM, MPS, Central & Sub- store and ICT) .
6. To co-ordinate Internal Auditor, External Auditor and Government Auditor.
7. To manage all types of advance related issues and its adjustment of the employee.
8. To manage all types of Utility bills of Head office (PIT, HRM, MPS, Central & Sub- store and ICT) .
9. To control all types of finance related issues of Central Workshop and To ensure costing of all store items to respective Department/Division.
10. To ensure that depreciation of all assets are properly accounted for and maintained.
11. To ensure proper recording of store items of the Company and monitor all contractor's Bills of Procurement department.
12. To monitor accounts of all Sales & Distribution Divisions and ensure that VAT and Tax of the contractors/suppliers are timely deposited to Government Treasury.
13. To ensure that Security Deposit of consumers and contractors properly and timely refunded.
14. To ensure that Company Income Tax is properly and timely submitted and conform to principles and guidelines.
15. To monitor reconciliation between management information and ledger records.
16. To carry out any other duties as directed by the management.

Job Description of Junior Assistant Manager (Accounts)/(Plant Acctts)

Position Title	Junior Assistant Manager(Accounts/ Plant Accountant)
Reports to	Assistant Manager(Accounts)
Function	Supervise the company accounts
Reporting official	Nil
Location	Office of the Deputy General Manager (Accounts)

Line of Reporting



Key Duties & Responsibilities:

1. To assist Assistant Manager to prepare Accounts.
2. Data entry for Material receiving report and Store consumption.
3. Data entry for preparing Fixed Assets Register.
4. Reconciliation of store items with Store ledger and Accounts ledger.
5. To co-ordinate Internal Auditor, External Auditor and Government Auditor.
6. To take necessary action for opening any new store ledger.
7. To contract other departments for prompt and satisfactory services as per direction of the authority.
8. To assist Assistant Manager in discharging his/her duties.
9. To carry out any other duty as directed by the management time to time.